



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SIGN PRODUCTION SUPERVISOR	34	G	9.737

DEFINITION OF THE CLASS:

Under general supervision of the Equipment Operations Supervisor, plans, directs and coordinates sign production shop activities in order to produce highway signs for the Department of Transportation on a statewide basis; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Directs and schedules the production of signs which includes: receiving requisitions for signs from highway district personnel; ensuring requests comply with federal and state standards; referring non-standard sign requests to the district engineer; consulting the Traffic Design Division regarding requests for specialized signs; writing work orders and estimating cost and delivery time; assigning work to sign shop staff; reviewing the accuracy of material and labor charges for billings.

Orders supplies for sign production by: estimating the quantities of supplies based on anticipated production levels; verifying that materials comply with quality standards; completing the requisition and forwarding it to the storekeeper. Maintains material safety data sheets and ensures hazardous materials are labeled and disposed of properly.

Reviews inventory records of standard signs and sign blanks and adjusts production as necessary to maintain an appropriate level of stock.

Meets with highway maintenance supervisors to discuss problems with fabrication and failure of sign materials in order to ensure sign products meet the needs of the districts. Remains current on new materials, equipment, and procedures through meetings with product representatives and suppliers.

Compiles information such as production levels; workload indicators; cost comparisons of in-house sign production versus outside manufacturing; requirements for personnel, training, materials and equipment. Reports information to the Equipment Operations Supervisor for use in budget preparation and long-range planning activities.

Supervises sign production shop personnel to accomplish the goals of the section which includes hiring and training employees, assigning and reviewing work, motivating staff, providing counseling and guidance, and evaluating performance.

Performs the duties of the sign fabricator, sign writer, and silk screen printer when necessary to meet production deadlines.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of agency and division rules, policies, and procedures regarding sign production shop operations and safety. Working knowledge of state administrative regulations, policies, and procedures regarding personnel and purchasing. Working knowledge of highway sign standards and uniform traffic control devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to establish long and short term goals for the section, delegate assignments, and train, motivate, and supervise staff. Ability to gather, compile, and analyze information required to project and justify budget and personnel requirements.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of management and supervision. Working knowledge of the methods, materials, tools and equipment used in sign fabrication, sign writing, and silk screen printing.

Ability to write grammatically correct correspondence and reports. Ability to read sufficient to interpret work orders and manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures. Ability to train staff in new methods and procedures. Ability to read and interpret drawing and layout designs. Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to make mathematical calculations necessary for layouts and stock control. Ability to set shop priorities which accurately reflect the relative importance of work orders. Ability to work independently and follow through on assignments with minimal direction.

Skill in all sign production shop operations to include design, layout, pattern making, hand lettering, painting, preparation and framing of silk screens, silk screen printing, and sign fabrication. Skill in safely operating, maintaining, and repairing the equipment and tools used in sign shop operations.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school, vocational school or the equivalent and four years of journey level experience in sign production which included performing all aspects of sign fabrication, silk screen printing, and sign writing; OR

II

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.737
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11/29/90PC